

MAINTENANCE WORKER – L2 UTILITIES

GRADE: 2 STEP PROGRESSION: 1-12

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Maintenance Worker L-2, Utilities position involves routine tasks involved in the maintenance and repair of the infrastructure of the City's water, sewer systems and storm water management systems. The work requires regular contacts Public Works employees and with other City employees and periodic contacts with contractors and the general public. The physical demands are considerable requiring working with heavyweight materials, equipment and machinery. The working conditions are disagreeable due to continuous exposure to elements such as dust, heat, fumes, cold, noise, vibration and moisture or working in confined spaces or climbing, such as water towers. The incumbents work independently and the work is subject to general policy direction, practices and procedures, under general supervisory review. Incumbents may direct the work of others. Incumbents are required to work various shifts, standby duty and overtime as needed.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine and emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs the work of others as necessary.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line

cleaning, main and pipe repair, laying pipe, making repairs using a variety of parts and backfilling.

- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- May operate and maintain vehicles and equipment such as backhoe, front-end loader, vacuum/flusher truck, camera truck, rodder, bobcat with various attachments, and dump truck.
- Ensures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and materials.
- Inspects and/or repairs lift/pumping stations, reservoir, meters, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Inspects and maintains water storage tanks, fences and cleans the yard when necessary.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Responds to complaints regarding water leaks, pressure loss or no water or sewer stoppages; evaluates situations and explains findings to supervisor.
- May contact residents and business owners in the area where services will be affected by work of utility crew.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, various valves and fittings on repair of mains and services and installation of mains/services.
- Replaces defective meters.
- Assists in the set-up of sediment control devices.
- Follows and enforces recommended safety practices and uses appropriate traffic safety devices such as cones, arrow boards and flagging signs, atmosphere tests and other confined space entry equipment.
- Operates and maintains equipment such as jackhammer, chipper, chain saw, and other hand tools, etc.
- Assists with the installation of trench shoring devices.
- Take the lead in rodding, cleaning, flushing and televising sewer mains.
- Cleans properties where there has been a sewer back-up.
- Operates power and hand tools as needed to accomplish the work.
- Performs emergency inspections and repairs such as snow/ice removal, storm clean-up, street repair, pipe repair, etc.
- Assists and fills in for other utilities workers when necessary.
- May perform snow removal.
- Performs other duties as required.

QUALIFICATIONS:

In order to qualify for this position applicants must demonstrate possession of all the training, experience and required licenses, as well as demonstrate a practical knowledge, skills and abilities that would allow the applicant to perform this job in a successful manner. This will be determined through review of the formal application, rating of education and experience, and where appropriate, the interview, reference and background checks, and may include job related skills assessment.

Required Training and Experience:

Graduation from high school or any combination of training and experience substantially equivalent to a high school diploma. Two years of experience in labor involved in construction and maintenance projects as part of a utilities crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe and backfilling. Possession of a valid motor vehicle class CDL operator's license with tanker and trailer endorsements.

Preferred Knowledge, Skills and Abilities:

- Knowledge of general labor, tools, equipment operation and practices required in the operation/maintenance of utilities including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe and backfilling.
- Some knowledge of occupational hazards and safety precautions for the proper execution and usage of a variety of equipment and power tools.
- Ability to independently perform laborer and semiskilled duties.
- Ability to follow oral and written instructions.
- Ability to handle and operate light and heavy hand and power equipment.
- Ability to determine electrical, mechanical and plumbing malfunctions and to make minor repairs on such equipment.
- Ability to read and interpret written instructions and operation manuals.
- Ability to read and interpret maps.
- Ability and willingness to perform other duties as assigned; including but not limited to snow removal, storm debris clean-up, and other emergencies at times other than regularly scheduled work hours.